

**JOB DESCRIPTION  
URBAN ENVIRONMENTAL DEPARTMENT  
ARBORIST**

**1. JOB TITLE: ARBORIST**

**2. DEFINITION:** The position of Arborist is a skilled full-time position. The employee will perform work required for the care, maintenance and development of the street trees, park trees, lawns, landscape beds, irrigation systems, and general grounds of City owned property. The employee will perform other related work as required, some of which will be mechanical. The employee will work under the administrative direction of the Urban Environmental Director/City Horticulturist and the Superintendent. All employees are responsible to the City Manager. This position is classified as Non-Exempt for the purpose of the Fair Labor Standards Act, as having a possible occupational exposure to bloodborne pathogens, and as Safety-Sensitive; the employee is subject to pre-employment, reasonable suspicion, post-accident, random, promotion and transfer, return-to-duty, and follow-up drug and alcohol testing. The employee is subject to a pre-employment physical examination with a written statement from the physician as to the employee's ability to meet the physical strength and dexterity requirements of the position.

**3. EQUIPMENT/JOB LOCATION:**

- a. The employee will operate and perform light-duty maintenance on vehicles, tractors, riding mowers, bucket trucks, chipper trucks, push mowers, backhoes, skid loaders, weed eaters, edgers, chain saws, chippers, stump grinders, backpack blowers, sprayers, snow blowers, hand saws, rakes, shovels, and other small tools. The employee may occasionally be required to drive a dump truck.
- b. Work is performed outdoors within the Murfreesboro City limits, and some tasks may be required to be performed regardless of weather conditions. The employee will be exposed to loud noise, machinery with moving parts, dirt, dust, debris, tobacco smoke, chemicals, and foul odors. Work is characterized by the necessity for considerable physical exertion, close daily contact with unpleasant materials, and working outdoors occasionally under adverse weather conditions. All City buildings and vehicles are smoke-free.

**4. ESSENTIAL FUNCTIONS OF THE JOB:**

- a. Oversees departmental tree personnel to assure that full and part-time employees perform their job in a safe, responsible and productive manner.
- b. Oversees all phases of arboricultural work and maintenance.
- c. Performs tree inventories and evaluations, tree pruning, tree removal, tree cabling and bracing, tree moving, tree root pruning and root barrier installation.
- d. Performs site and Tree Work Application inspections and evaluations.
- e. Performs plant diseases diagnosis, application of pesticides and fertilizers.
- f. Must be able to climb to heights of at least 75 feet.
- g. Operates a bucket truck, chipper truck, chipper, stump grinder, all types of chain saws and other tree-related equipment.
- h. Operates a variety of hand tools, mowers, light and heavy machinery, sharp tools, and automobiles and trucks for the purpose of performing all phases of

arboricultural and landscape maintenance at any and all locations around the City.

- i. Cuts grass with power equipment or hand tools.
- j. Loads and unloads dirt, gravel, sand, mulch, and debris.
- k. Cleans, maintains, and services equipment, and make minor equipment repairs.
- l. Performs heavy manual labor for extended periods under all weather conditions, frequently lifting objects weighing 100 pounds.
- m. Make judgments related to the job and job tasks while working.
- n. Performs duties while standing, walking, bending, sitting, or climbing trees and ladders.
- o. Intermittently sits, bends, stoops and walks while performing job duties.
- p. Performs safety inspections on equipment when requested.
- q. Operates various hand tools, including but not limited to, shovel, sledge hammer, chain saw, weed eater, rakes, pitch fork, ax, maul, backpack blower, backpack sprayer, and tiller.
- r. Organizes, assigns tasks, inspects and evaluates the work of those supervised, and assists in training full and part-time personnel in technical, semi-skilled and skilled arboricultural and maintenance techniques.
- s. Communicates effectively and courteously with the public and employees of the City.
- t. Assists with employee work performance evaluations.
- u. Examines trees, shrubs and other types of plant materials to assess their condition, value or significance and determines appropriate treatment where required.
- v. Sprays to control disease and pests where required.
- w. Teaches chainsaw safety classes to all city employees.
- x. Must be able to perform job duties as described on essential functions addendum.

#### **5. ADDITIONAL EXAMPLES OF WORK PERFORMED:**

- a. Assists with maintenance of personnel records, supply inventories and operational records.
- b. Performs other duties and special projects as assigned.

#### **6. REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- a. Must be at least 21 years of age.
- b. Must possess a high school diploma or GED.
- c. Must possess International Society of Arboriculture Certification or the ability to obtain within one (1) year and have a minimum of five (5) years climbing experience in all phases of arboriculture work, including but not limited to: tree climbing with rope and saddle method, tree removals with or without a bucket truck, proper groundwork, proper knot tying, tree installation and maintenance and equipment maintenance.
- d. Must possess or obtain within 120 days a valid Class B Commercial drivers license with air brakes certification valid for use in the State of Tennessee and be able to safely operate all departmental vehicles.
- e. Ability to effectively instruct subordinates in proper job procedures and methods.

- f. Skill in coordinating the work of full and part-time employees.
- g. Ability to give and follow oral and written instructions.
- h. Must have legal authorization to work in the United States of America.
- i. Must pass a drug/alcohol screen upon offer of employment.
- j. Must be semi-skilled in mechanics.
- k. Knowledge of the care and proper use of tools and equipment used in the development and maintenance of lawns, landscape beds, trees, hardscape areas, and general grounds owned by the City.
- l. Knowledge of maintenance, care, and installation of landscape beds, lawns, trees, irrigation systems and general grounds of the City.
- m. Knowledge of plant diseases, insects, chemicals, and the proper methods used to control such undesirable elements.
- n. Ability to distinguish between different cleaning materials, fungicides, herbicides, insecticides, with the ability to read and understand label information.
- o. Knowledge of occupational hazards and safety precautions.
- p. Must be able to identify native and introduced tree and shrub species and have a working knowledge of each species growth characteristics.
- q. Knowledge and ability to properly prune shade, evergreen and ornamental tree species and have a working knowledge of tree wounds and compartmentalization.
- r. Knowledge and ability to use lowering techniques and devices as related to tree work.
- s. Must have sufficient physical strength and ability to independently and repeatedly lift, move and carry objects weighing up to 100 pounds and to repeatedly lift, move and carry objects weighing more than 100 pounds with assistance.
- t. Must be able to report for work on time and to perform the duties of the job for an entire workday.
- u. Ability to work flexible hours with some weekend and holiday work required.
- v. Ability to perform frequent overtime work, which may involve late night or early morning hours.
- w. Ability to establish and maintain an effective working relationship with supervisors and other employees and effectively and courteously communicates, orally and in writing with the public.
- x. Knowledge of or ability to learn personnel policies and procedures.
- y. Assist with informational and educational programs for the public.
- z. Must successfully complete a physical agility test consisting of climbing a tree using the rope and saddle method, and demonstrate tree groundwork abilities.
- aa. Must be able to pass physical abilities test/post offer screen for employment as described on essential functions addendum.

Safety Sensitive  
Non-Exempt  
November 9, 2007

**ESSENTIAL FUNCTIONS ADDENDUM**  
**URBAN ENVIRONMENTAL DEPARTMENT**  
**ARBORIST**

Employees in this area work 5 days a week, 8 hours a day with a half-hour lunch break. An arborist is a skilled full-time position requiring heavy manual labor in the care, maintenance, and development of street trees, park trees, irrigation systems, and grounds of city owned property. A arborist is also responsible for climbing trees using the rope and saddle method or spikes (when appropriate) and requires the employee to be able to pull and lift his/her body weight while using these devices. Work is performed outdoors while exposed to dampness, fumes, odors, dust, dirt, rain, sleet, snow, heat, chemicals, foul odors, machinery with moving parts, and loud noise. The employee will operate and perform light duty maintenance on vehicles, tractors, riding mowers, bucket trucks, chipper trucks, push mowers, backhoes, skid loaders, weed eaters, edgers, chain saws, chippers, stump grinders, back-pack blowers, sprayers, snow blowers, hand saws, rakes, shovels, and other small tools. Work is characterized by the necessity for considerable physical exertion during periods of extreme weather conditions.

Physical Demands

Rarely – suggests the employee is required to perform tasks less than 8 repetitions per hour, or less than 33% of the day.

Occasional – suggests the employee is required to perform tasks 8-15 repetitions per hour, or 33% of the day.

Frequent – suggests the employee is required to perform tasks 16-32 repetitions per hour, or 34-65% of the workday.

Constant – suggests the employee is required to perform tasks 33 or more repetitions per hour, or 66% or higher of a workday.

<u>Lift</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<20#			X
20-50#		X	
50-75#		X	
75-100#		X	
>100#	X		

<u>Push/Pull</u>	<u>Occasional</u>	<u>Frequent</u>	<u>Constant</u>
<50#			X
50-100#		X	
100-150#	X		
>150#	X		

*Urban Environmental Department*  
*Arborist*

Depending on the job duties assigned for the day the employees may be performing lifting and pulling on a more or less frequent basis. However, job duties may change throughout the week depending on the needs of the urban environmental department.

Bending/Squatting/Twisting – Required constantly when shoveling different material, and performing landscaping duties (planting, weeding, and moving logs and brush). Required occasionally to frequently when using saws, weed eaters, blowers, mowers, etc.

Pushing/Pulling – Required constantly while working on jobs for landscaping (i.e. weeding, using a mulch fork, rake, tiller, and push mowers), using the rope and saddle method while cutting or maintaining trees, and pulling limbs or branches from a tree. Required occasionally for other jobs while moving heavy equipment.

Lifting/Carrying – Is required constantly in carrying a weed eater, shoveling of materials, using a chain saw, picking up debris, and removing limbs or branches from a tree. Also required occasionally lifting bags of seed, fertilizer, pressure sprayers, blowers, and limbs.

The following items were weighed and can be lifted, carried, pushed, pulled or manipulated in a fashion using all 4 components:

<u>Item</u>	<u>Weight</u>
Limb/branch	64#
	41#
	71#
Bags of fertilizer	80#
	50#
Bags of seed	50#
Backpack sprayer (full with 4 gallons)	60#
Backpack blower	38#
Various saws	22#
	40#
	38#
weed eater	13#
	18#
Stump grinder	F170#
Chipper	400#
(lifted by 4 people)	

Employees are able to get help with lifting heavy objects, but must be able to lift up to 100#.

Standing/Walking – Can be required constantly throughout the day depending on the job.

Sitting – Can be required constantly throughout the day depending on the job.

Reaching – Is required constantly using landscaping equipment, shoveling, using a mulch fork, tilling, and reaching for branches and limbs.

Manual dexterity/Gripping – Performed constantly

Fine Motor Control – Can be performed constantly when using small hand tools.

Climbing – Required constantly when climbing up to heights of 75 feet while cutting down or maintaining trees.

Overhead activity – Performed constantly when helping to cut down trees.

Driving – Can be performed constantly depending on the job for the day. Includes driving a truck, bobcat, mowers, toro workman, and a mad vac.

Tools handled:

Shovel  
Sledge hammers  
Stump grinders  
Hammer  
Wrenches  
Maul  
Weedeater  
Ax  
Chain saw  
Sharpening tools

Work Conditions

*Exposed to:*

Hot temperatures  
Cold temperatures  
Sudden changes in temperatures  
Noise  
Slippery surfaces  
Rain  
Snow  
Dust/Dirt  
Fumes

*Need physical ability for:*

Squatting  
Bending/Crouching  
Stooping  
Hand gripping  
Fine motor control  
Twisting

*Urban Environmental Department*  
*Arborist*

Hand/Eye coordination  
Pushing/Pulling  
Lifting/Carrying  
Reaching  
Overhead activity  
Climbing  
Driving  
Foot control

Addendum  
February 27, 2002